## Sanitized - Approved Recommendation ITED STATES GOVERNMENT

TO : Asst. Chief, Space, Maintenance & Facilities

DATE: 2 June 1953

25X1A9a

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Branch during the month of May 1952 and May 1953.

Volume:	<u>1952</u>	1953
1. Requests for services processed during month of May.		
A. New requests by memorandum or requisition B. On hand prior to May 1.  Total	359 <u>14</u> 373	225 20 245
<ul> <li>C. Written orders placed with GSA</li> <li>D. Number on hand and no action as of 29 May</li> <li>E. On hand 60 days or more and not yet submitted to GSA.</li> </ul>	231 35 1	184 d 24 *1
2. Funds obligated during fourth quarter of Fiscal		
Year.  A. Fourth Quarter Encumberances  1. Routine alterations and installations  2. Special Projects	\$18,300	\$18,583
a. Renovations (6615-20) b. Renovations (Other)	35,368 2,280 \$37,648	123,550 5,305 \$128,855
3. Protective Service (GSA Guards) a. 185 reimbursable posts b. Non-reimbursable posts	\$74,680	\$117,100
4. Laborers and Trucks (From GSA) Total funds obligated	5,333 \$80,013	5,333 \$122,433
3. Sums paid to GSA during January against orders		
encumbered in third quarter.  1. Alterations and Installations	\$27,133	<b>\$33,09</b> 3
2. Guards	68,696	
3. Laborers and Trucks	3,592	11,912
1. Elevator	_50	
5. Firemen-Laborers	1,602	2,052
5. Janitor	<b>3</b> 0	31
7. Mational Security Council	3101,103	\$150,324

(Leca : A Samitized - Approved For Release Chy Mit Mat 00177A000200120032-4

## P54-00177A000200120032-4 Sanitized - Approved For

Monthly Re	port	Page 2	2 Jun	e 1953
	Jork Load Status		<u> 2052</u>	<u> 1953</u>
É	A. Orders submitted to GSA non-reimbursabl In writing Verbal	ble 20 400	15 400	
<b>.</b>	Inter-office memorial Inter-Agency lett		<b>23</b>	26 2
0	. Space moves during Total personnel material cost		28 447 \$2,932	1 17 \$10,897
D	<ul> <li>Number of request been placed but we completed.</li> </ul>	ts on which orders ha work has not been	ve	
	30 days ol 60 days ol 90 days ol 120 days ol	Ld 64 Ld 22		

 $\frac{11}{202}$ \*Request for  $7\frac{1}{2}$  ton air conditioning unit for RI.

25X1A9a